

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING**  
**November 12, 2015**

Kathi Meyer, Yampa Valley Housing Authority Board President, called the regular monthly meeting of the Yampa Valley Housing Authority to order at 12:00 p.m.

Board members present included: Kathi Meyer, Catherine Carson, Roger Ashton, John Spezia, Cole Hewitt, John St. Pierre, Craig Melchow, Scott Myller, Trish Sullivan and Doug Monger. Dillon Fulcher was absent.

Others present included: Jason Peasley, Yampa Valley Housing Authority Executive Director. Sarah Katherman prepared the minutes from a recording. Members of public present included Joe Beecher and Shirley Swanson.

On behalf of the Board, Kathi thanked Scott for his service. She said that she hopes to be appointed the City Council representative to YVHA.

**EN RE: PUBLIC COMMENT**

Mr. Joe Beecher, a resident of the Iron Horse, announced that he was starting a petition to challenge the decision by City Council to sell the Iron Horse. He stated that the taxpayers should get more for the property considering the significant cash outlay that was spent to purchase it. He said that City Council has a duty to find a better solution. Catherine clarified that YVHA has no authority over the Iron Horse property.

Ms. Shirley Swanson, a long-term resident of lot #18 at Fish Creek Mobile Home Park, stated that she and a group of her neighbors want there to be a manager that lives on site. She reported that she had had property stolen and vandalized, and said that several residents are dealing drugs out of their units. She said that Kate has not responded to her recent calls. She also complained that parking was an issue during the construction. Kathi expressed her appreciation for the cooperation of the residents of Fish Creek throughout the infrastructure replacement project. Catherine suggested that Ms. Swanson meet with Jason, and noted that the Fish Creek Committee intends to develop a plan to ensure that the rules and regulations of the park are being followed. In response to a question from Ms. Swanson, Kathi explained that rents cannot be based on income like they are at Hillside because Fish Creek is not a federally-backed project.

**EN RE: RESOLUTION 2015-008 – 2016 BUDGET**

Jason said that there had been no change in the budget since it was last reviewed by the YVHA Board. He noted that once the budget has been approved, it will be forwarded to the state and to the USDA per the normal reporting requirements.

John St. Pierre noted that there was not much money in the Fish Creek budget to pay for work on the property. Jason stated that the water, sewer and asphalt on the property are new and under warranty for a full year. Other issues, such as fence maintenance and tree trimming have not been discussed at the committee level, but there is \$2,000 budgeted for maintenance. This amount is based on past expenditures. Jason added that if more money is needed, the Board could do a supplemental budget. Jason said that one of the requirements of the loan is to build reserves and maintain them at a certain level. Kathi stated that YVHA does have insurance on the property and Catherine noted the need to keep rents affordable.

**MOTION**

Catherine moved to approve Resolution 2015-008 accepting the 2016 YVHA budget, as presented. Trish seconded the motion. **The motion carried unanimously.**

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### EN RE: RESOLUTION 2015-009 – STRATEGIC PLAN

Jason reviewed that he had consolidated the goals of the Strategic Plan into the following four categories: *Invest in our existing affordable housing communities; Expand educational programs; Expand marketing and online offerings; and Build partnerships with City, County developers, other organizations and housing professionals.* He reviewed how he had redistributed the action items into these categories.

#### MOTION

Doug moved to approve Resolution 2015-009 adopting the updated YVHA Strategic Plan, as presented. Roger seconded the motion. **The motion carried unanimously.**

### EN RE: RESOLUTION 2015-010 – 457 DEFERRED COMPENSATION PLAN

Jason stated that the International City County Manager Association – Retirement Association (ICMA-RA) requires that the Board adopt the organization as the third-party administrator for the YVHA retirement program.

#### MOTION

Cole moved to approve Resolution 2015-010, adopting ICMA-RC as the administrator of the YVHA 457 Deferred Compensation Plan. John St. Pierre seconded the motion. **The motion carried unanimously.**

### EN RE: RESOLUTION 2015-011 – AUTHORIZATION OF COLORADO DIVISION OF HOUSING GRANT APPLICATION

Jason explained that YVHA has applied for a \$400,000 grant from the Colorado Division of Housing to match the funds contributed by the City and County to provide YVHA with an \$800,000 equity stake in the Reserves at Steamboat Springs LIHTC development. When YVHA goes to purchase the development in 30 years, it will have this equity in the property. In response to a question from John St. Pierre, Jason said that any interest to be earned on this money will be worked out in the partnership agreement with Overland. Jason clarified that YVHA was a bit late getting in the application. He said that the grant would be awarded in December. He noted that the state wants to grant YVHA these funds, but the funds must be used for acquisition, without additional reporting requirements on how the grant funds were spent. The ongoing reporting requirements mirror those of the LIHTC program.

#### MOTION

Roger moved to approve Resolution 2015-011 authorizing the grant application to the Colorado Division of Housing. Trish seconded the motion. **The motion carried unanimously.**

### EN RE: YVHA WEBSITE UPGRADE

Roger reported that he and Jason had been working closely with *Insite Media* on revamping and upgrading the organization's website ([www.yvha.org](http://www.yvha.org)). Jason said that he would be sending out the URL to the Board so that they may test the site and provide feedback. Roger pulled up the existing website and noted that it is neither user-friendly nor up-to-date. He presented the revised site and demonstrated how it will be organized and navigated. Roger demonstrated the location on the site that will hold the archived minutes and agendas. It was recommended that the complete packet for current meetings be made available on the site. There was a discussion of how the website will be used to house and archive YVHA Board documents.

Roger demonstrated how the entire site can be translated into Spanish via a language button at the top. It was recommended that this button be enlarged and made more obvious. Catherine recommended that the links to CHFA, USDA, etc. be added. Adding a link to community resources for emergency housing was also suggested. Jason noted that content will be added to the educational resources tab. Roger recommended that YVAH retain Ashley of *Insite Media* to add content to the website and ensure that it is up-to-date. He noted that resources,

content, links, etc. can be added over time, but that many of these things will be part of the second phase of the website development. The current phase of development involves creating the structure of the site. There was a discussion of whether housing offerings would be posted on the site. Jason said that YVHA does not have the resources to act as a realtor. John Spezia recommended adding a site map and a search function. Doug suggested that "housing resource" was more accurate than "home ownership resource."

Roger asked all YVHA Board members to take the time to review the site and pass along to him all comments and suggestions. He will compile the comments and work with Ashley on how best to incorporate them into the site. He noted that once the site is live, they will be able to track usage of the site through Google Analytics. This will help YVHA to understand the resources that users are seeking most and what areas of the site need to be expanded or highlighted.

Jason announced that a Spanish-speaking executive assistant had been hired and will begin working on December 1<sup>st</sup>.

### **EN RE: 2015 STAFF BONUSES DISCUSSION**

Jason reviewed the bonuses that had been awarded at the end of 2014 for accomplishments above and beyond expectations. He reported that the 2015 budget includes a line item for up to 1.1% of pay for staff bonuses, in addition to a 2.9% cost of living increase staff received for this year. He said that 2015 was a great year for the staff, and noted several of the accomplishments at Hillside – both physical and financial. He also highlighted Kate's work at reducing the aging accounts from \$25,000 to \$3,400 at Fish Creek, and creating a culture in which residents expect to pay their rent. He recommended a \$450 bonus for the property manager and a \$300 bonus for the maintenance manager.

John Spezia noted that the main rationale for bonuses was cost savings. He asked if other types of accomplishments could be considered. Jason agreed that cost savings are easy to quantify, whereas other accomplishments are harder to identify. There was a discussion of the concept of staff bonuses. The Board agreed that bonuses are not guaranteed for next year.

### **MOTION**

John St. Pierre moved to approve the \$450 bonus for the property manager and the \$300 bonus for the maintenance manager, cited the reasons discussed. Craig seconded the motion. **The motion carried unanimously.**

Regarding the performance bonus for the executive director, Kathi handed out a memo reviewing the accomplishments of 2014 and 2015. She recommended a \$2,000 bonus for Jason for the 2015 fiscal year. She noted that he was also awarded a \$2,000 bonus in 2014. Catherine offered that 2015 was even more exceptional for YVHA than 2014 and recommended increasing Jason's bonus to \$3,000.

Doug stated that it was inappropriate for governmental agencies to award performance bonuses. He offered that the organization should pay its employees the right amount for the work they do, rather than rely on bonuses to correct insufficient pay. He said that the bonus discussion began because YVHA did not have enough money to offer a step increase program that would continue into future years. Doug stated that he would go along with what others thought for this year, but suggested that YVHA evaluate its pay scale, correct it to ensure its staff is making the proper amount and move away from a bonus-based pay system. He suggested that the wages should be measured against comparable positions at the City and the County.

In response to a question from Cole, Jason said that for 2016, the budget includes a 3% salary increase and up to 3% retirement fund match. John St. Pierre stated his support for evaluating salaries and making them

appropriate for the cost of living in Steamboat Springs. Kathi said that Jason was working on a salary survey and that a discussion of salaries and benefits should be added to a future agenda.

#### **MOTION**

John St. Pierre moved to award a \$2,500 bonus for the executive director for the 2015 fiscal year, with the understanding that that salaries would be adjusted in the future to an appropriate amount based on the local cost of living, and that YVHA would move away from a bonus-based approach to compensation. Doug seconded the motion. **The motion carried unanimously.**

Doug stated that a salary survey should include not just current earnings, but the mid-points and ranges and the average step increases for each position. Jason agreed that YVHA needs a better policy regarding employee compensation.

#### **EN RE: FISH CREEK MOBILE HOME PARK INFRASTRUCTURE REPLACEMENT PROJECT**

Jason said that they are waiting on the last few connections to the new system to be completed before the old water system will be abandoned. He reported that the sewer system is complete and fully functional, the new asphalt has been laid and that road base has been applied to parking areas. Jason said they are also waiting on the final numbers, but that the project will come in very close to budget. He commended the work that was done and noted that the community was very cooperative and supportive throughout the construction. Jason said that the Board would need to pass a resolution accepting the improvements in order to commence the warranty period. He said he would be meeting with Mt. Werner Water District to ask them to accept ownership of the new mains. If they do not, the responsibility for future replacement will be on YVHA. Jason stated that Mt. Werner has agreed to perform routine maintenance. He offered that the position he will take with Mt. Werner Water is that Fish Creek pays the same rates as the Sanctuary, the system is new and that it should be owned by the district and operated by professionals for the overall good of the community.

Jason stated that a 30-day notice of final payment and the enactment of a resolution by the Board accepting the work will be needed before the project can be closed out with the Water & Power Authority and the City. He said that all this would probably not be accomplished until January. He said that if Mr. Werner Water District does not take over ownership of the mains, YVHA should ensure that reserves are set aside for replacement of the system in 50 years. Regarding routine maintenance, Jason noted that clean-outs have been installed throughout the system. Doug suggested that a couple of Board members should plan on attending the meeting with Mt. Werner Water. Jason said that he would confirm that YVHA is on the agenda for the meeting scheduled for Dec. 18<sup>th</sup> at 8:00 a.m.

#### **EN RE: ELK RIVER VILLAGE LIHTC PROJECT UPDATE**

Jason reiterated that he had submitted the application for the \$400,000 matching grant for the equity position in the project. He reported that the Final Development Plan was being reviewed by the City's Technical Advisory Committee. Comments are due back by December 1<sup>st</sup>. Jason said that he does not anticipate that there will be any issues. The Plan will then be submitted to Planning Commission for review on December 17<sup>th</sup> and is scheduled to come before City Council on January 5<sup>th</sup>.

In response to a question from John St. Pierre, Jason said that space for the bus stop will be provided, but that the project will not be required to build the stop. If constructed, the bus stop will be located at one of the two entrances. Jason said that traffic study had been completed. The intersection is scheduled for reconstruction in 2017.

Jason reported that at the state housing conference he had met with representatives of Overland and the general contractor, and had had several meetings with interested investors – mostly big banks and investment

firms. There was a discussion of strategies for managing expectations regarding the completion date of the project and how to determine who will get to live there once it is complete.

#### **EN RE: CONSENT AGENDA**

The following items were presented on the consent agenda:

- a. Review and approval of the October 8, 2015 minutes
- b. Review and approval of balance write-offs for September 2015
- c. Review and approval of September 2015 financial statements

#### **MOTION**

Catherine moved to approve the consent agenda, as presented. Trish seconded the motion. **The motion carried unanimously.**

#### **EN RE: STAFF REPORT**

Jason reviewed his plans for paternity leave. He said that they had just completed unit inspections at Hillside and had used the opportunity to install new LED light bulbs purchased under a rebate program with YVEA. He offered that this should save tenants a lot of money at no cost to YVHA.

Catherine suggested that YVHA make an effort to do what it could to ensure that units at Iron Horse remain affordable.


Jason noted that the YVHA would need to reauthorize the loan on the Sierra View loans at the December meeting. He said that the Board should also discuss the long-term plan for those lots. He also suggested that the Board should begin working on the action items listed in the Strategic Plan. Jason added that with the new City Council there may be an opportunity to develop a community housing policy.

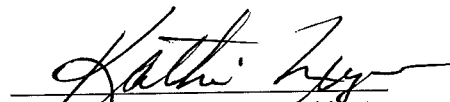
#### **EN RE: ADJOURNMENT**

#### **MOTION**

Catherine moved to adjourn the regular meeting of the Housing Authority. Doug seconded; the motion carried unanimously. The meeting was adjourned at 2:10 p.m.

No further business coming before the Board, same adjourned sine die.

  
Sarah Katherman, Minute Taker

  
Kathi Meyer, President